

# CLARK COUNTY PUBLIC LIBRARY CODE OF CONDUCT

**Patron/Staff Rights** – Patrons shall respect the rights of others and shall not harass or annoy others by acts including, but not limited to: staring, following another person about the building, or behaving in a manner which reasonably can be expected to disturb others.

**Use of Building** – Patrons shall be engaged in activities associated with the use of a library. Sleeping is not allowed.

**Noise/Disruptive Behavior** – Patrons shall not engage in loud talking, creating disturbing noises, running in the building, throwing objects, or disobeying the direction of library staff. Patrons shall not engage in loud talking on their cell phones and the phones must be set to ring at a volume level that does not disturb others. Patrons shall not use audio equipment without headphones. The headphones must be set to a volume level that does not disturb others.

**Unauthorized Areas** – Patrons shall not enter non-public areas without a staff member, remain in the library after it is closed, or fail to leave when requested during emergency situations.

**Animals** – Only service animals are permitted inside library buildings.

**Computers** – Patrons shall not use library computers to view materials that create an intimidating, hostile, or offensive environment.

**Drugs and Alcohol** – Patrons shall not possess, sell, distribute, use, or be under the influence of any controlled substance or alcoholic beverage.

**Smoking and other Tobacco Products** – Patrons shall not use tobacco products including e-cigarettes in or around library facilities, per Ohio Revised Code Chapter 3794.

**Food and Beverages**—The library permits light snacks and beverages, such as those purchased from the provided vending machines (Main). However, no outside food is allowed in the library.

**Furniture, Materials, and Equipment** – Patrons shall not damage library property or remove the same from the library without it being checked out. Patrons shall not improperly use library property in a manner inconsistent with customary use, including, but not limited to, lying down on the floor, putting feet on furniture or walls, and moving furniture or equipment.

**Illegal Activity** – Patrons shall not commit or attempt to commit any activity that would constitute a violation of federal, state, or local criminal statute or ordinance.

**Firearms and Other Dangerous Weapons** – Patrons shall not carry or possess a weapon, except by authorized personnel, including, but not limited to: firearms, fireworks, explosives, and knives.

**Disorderly Conduct** – Patrons shall not engage in conduct which interferes with library use, as defined under ORC 2917.11, including, but not limited to, impeding access to library property; fighting; using abusive, menacing, insulting, obscene, or profane language; and verbal and/or physical propositions or threats.

**Harassment** – Harassing patrons or staff, including without limitation deliberate or repeated language or behavior that is intimidating, hostile, and/or offensive, or that adversely impacts staff work performance or the use of the Library is prohibited. Harassment also includes making racial, ethnic, religious, gender, or sexual orientation epithets.

**Soliciting** – Patrons shall not engage in campaigning, petitioning, interviewing, survey taking, soliciting contributions, panhandling, or selling at library facilities. Notices for posting must be approved in accordance with library policy.

**Filming and Photography** – Taking photographs and/ or recording videos of the Library, Library staff or patrons without their permission is prohibited. Staff should contact the Director, PR, or their supervisor if they notice that this is transpiring and the photographer or filmer persists in filming after being told to stop.

**Restrooms** – Patrons shall not use restrooms for bathing, laundry, changing clothes, or as a gathering place.

**Shirts and Shoes** – Shirt and shoes must be worn inside a library building, except for children in a stroller under the supervision of a patron.

**Sports Equipment** – Personal bicycles are not permitted inside library buildings. Patrons shall not operate roller skates, skateboards, or other similar devices on library property, including sidewalks, ramps, handrails, and parking lots.

**Odor** – Any person creating or emanating a strong or offensive odor that interferes with others to the extent that library use is disrupted shall be deemed to be a nuisance and shall be asked to leave the library.

**Library Telephones** – Library staff telephones are for library business only, except in the case of an emergency or at the discretion of library staff. Patrons will not be paged except in the case of an emergency.

**Library Patron's Personal Property** – Staff members will not assume responsibility for items that are not library property. Patron's personal property should not be placed in a manner that interferes with use of the building and materials, which includes entryways and sidewalks.

**Child Safety** – The library welcomes children to use its facilities and services. However, responsibility for the behavior and well-being of children using the library rests with the parent, guardian, or assigned caregiver, not with staff members. Children are expected to follow the same rules for behavior and conduct in the library as all other library users. Staff members will not assume responsibility for supervision of children in the library.

***Persons who violate the Rules of Conduct at Clark County Public Library will not be allowed to use any library facilities for a minimum of six months to a potential life-time ban depending on the severity of the offense and as determined by the Library Director. The Security Officer will issue the ban after consultation with the Library Director. Persons banned will be notified in writing, if possible.***

Board Approved May 2025

